

NEVADA STATE WELFARE DIVISION
Section 104.4 - 104.5

ADMINISTRATIVE MANUAL
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Attachment 1.2-A
Page 11

A. PROGRAMS

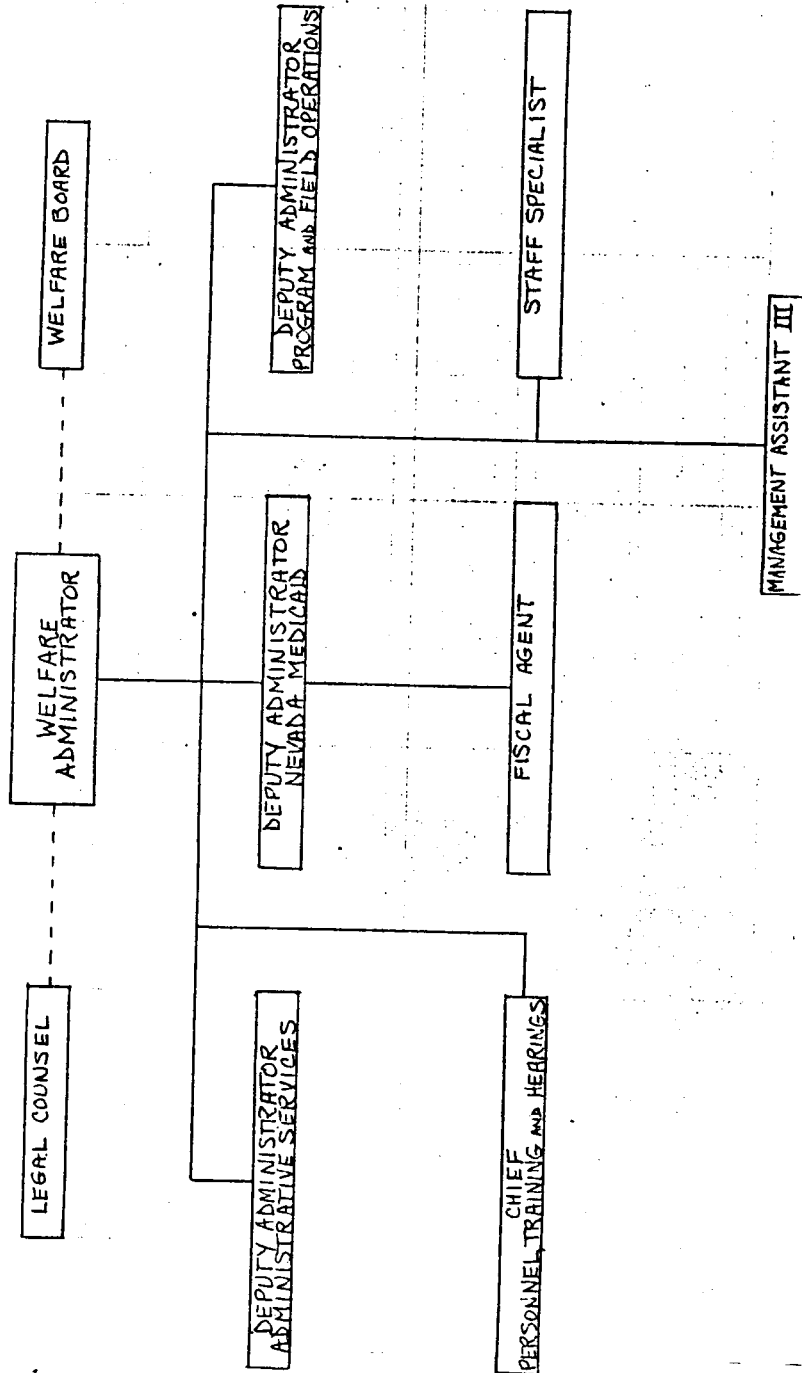
Program functions and objectives are carried by sections under the direction of the Deputy Administrators for Assistance Payments and Social Services.

B. ADMINISTRATION (MANAGEMENT)

Administrative (Management) functions and objectives are carried by branches under the direction of the Administrator.

104.5 ORGANIZATIONAL CHARTS

Organizational charts of the Nevada State Welfare Division appear on the following pages.

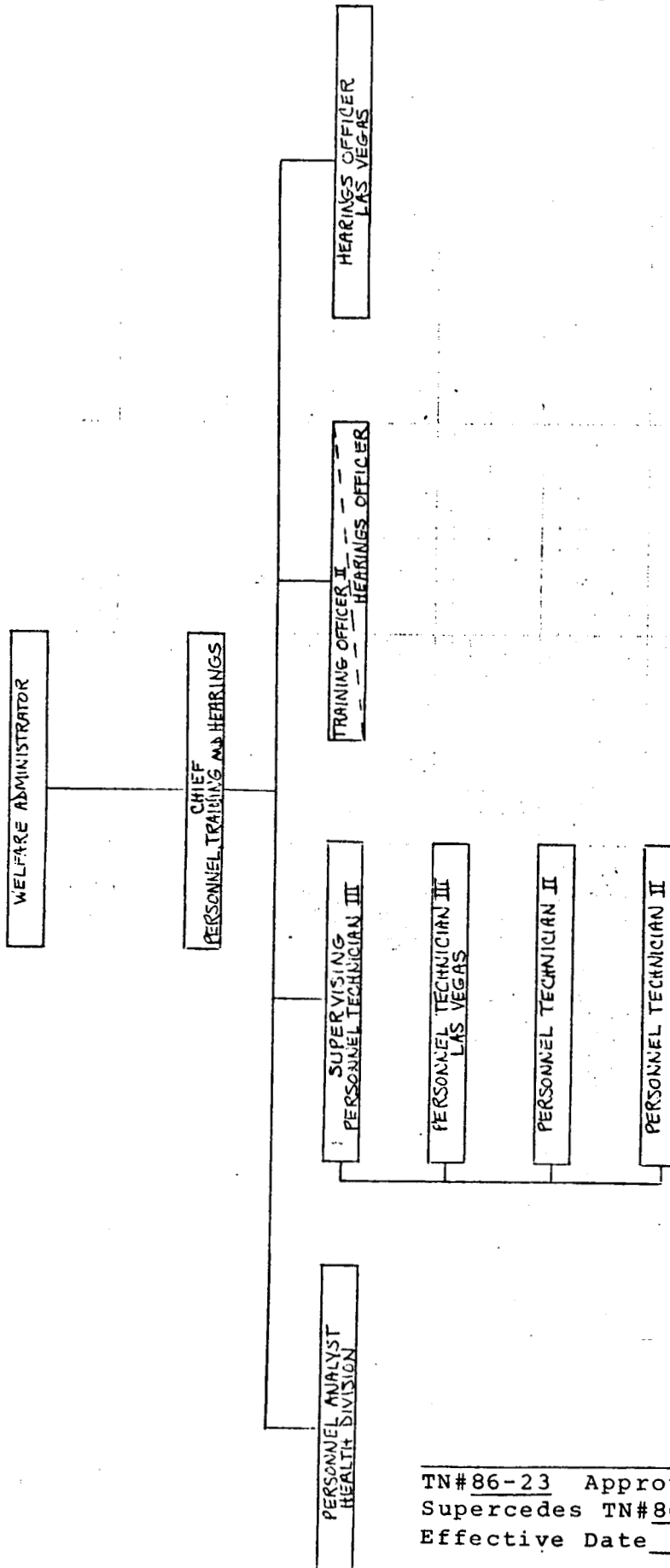


TN# 86-23

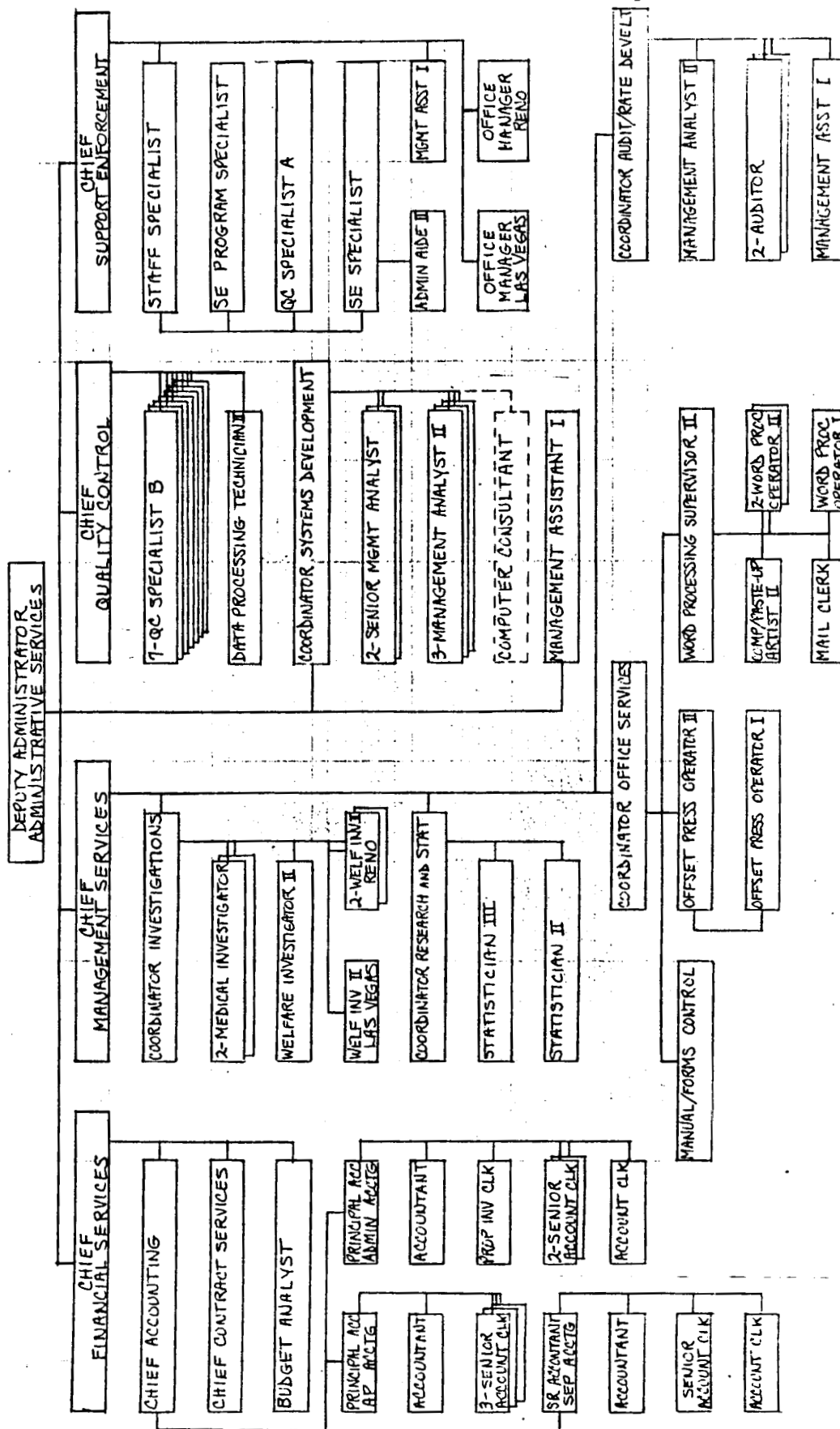
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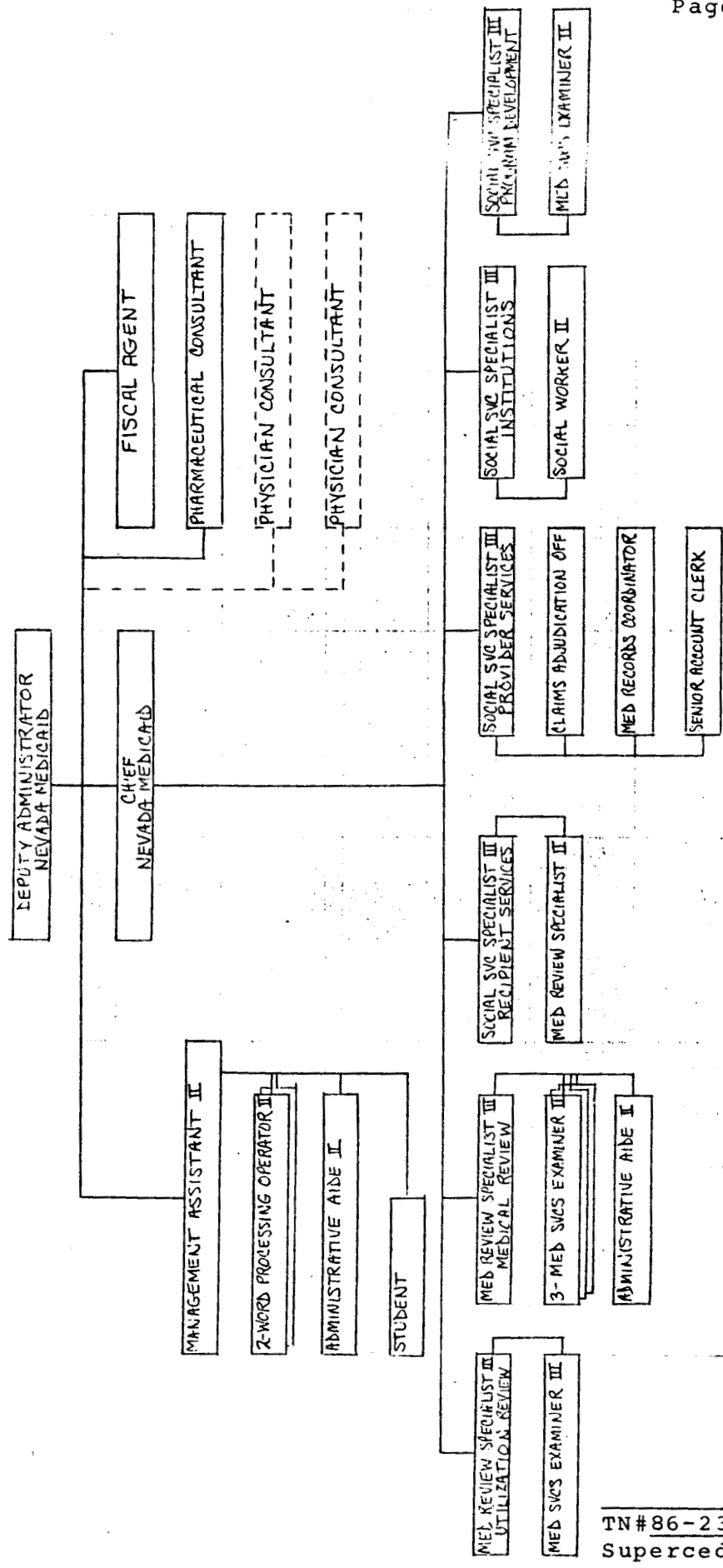
Effective Date 8/4/86

Supercedes TN# 86-7



TN#86-23 Approval Date _____
 Supercedes TN#86-7 _____
 Effective Date 8/4/86

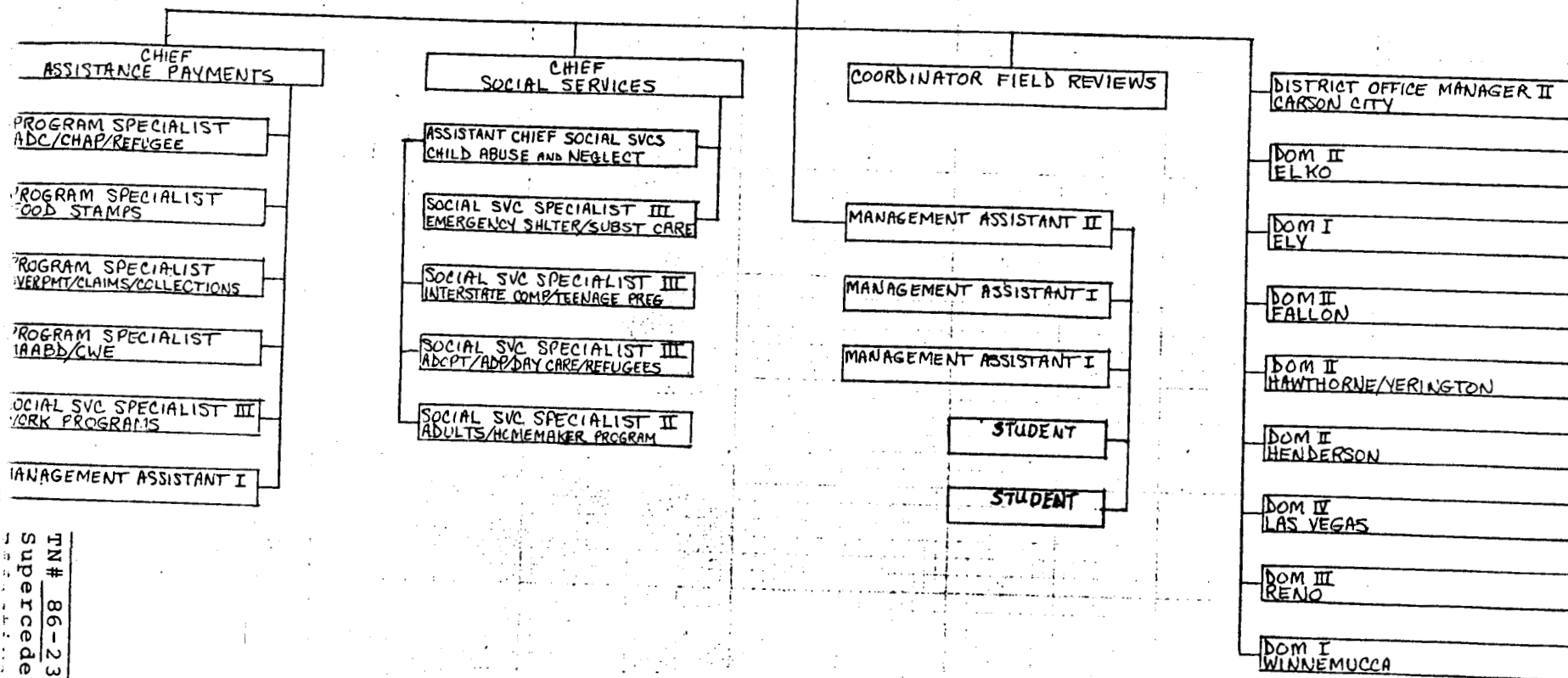




NEVADA STATE WELFARE DIVISION
Charts

ADMINISTRATIVE MANUAL
MTL 4/86 4 Aug 86

DEPUTY ADMINISTRATOR
PROGRAM AND FIELD OPERATIONS



TN# 86-23 Approval Date _____
Supercedes TN# 86-7

NEVADA STATE WELFARE DIVISION
Section 105 - 105.1

ADMINISTRATIVE MANUAL
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SECTION II

105 STAFF FUNCTIONS WITHIN THE WELFARE DIVISION

105.1 ADMINISTRATOR

Responsible for planning, developing and administering assistance programs and social service activities relating to Medical Assistance, Aid to Dependent Children, Food Stamps, Child Support Enforcement, Social Service Block Grant, Child Welfare Services, Foster Care and Adoption assistance, WIN, Refugee, Protective Services for adults and children, foster care home licensing, Supplementary Security Income and other assistance and service programs. Responsible for agency's fiscal affairs, the preparation and presentation of the biennial agency budget to the Legislature, entering into contractual agreements between the agency and other parties, and certification of public assistance payrolls and claims in payment for goods and services. Certifies the availability of state funds on all federal estimates and approves any other transaction which requires the expenditure of funds under the control of the agency. Responsible for all phases of Division administration including program and internal management and control activities. Analyzes needs and sets program objectives in relation to federal and state laws, rules and regulations, and in relation to the needs of the community. Directs staff in formulation of new policies and revision of existing policies as well as evaluation of effect of policies as a basis for keeping programs in line with changing conditions and new knowledge. Stimulates and sponsors research and demonstration projects to determine program and community needs in preventing dependency and in treating and rehabilitating dependent people.

Maintains the necessary lines of coordination and communication between the Division and the Director of Human Resources and other public or private agencies. Meets regularly with major staff officials, either individually or in groups, to ascertain the attainment of established goals and objectives. Directs the preparation of the operating budgets as well as requests for appropriation of funds to meet the financial requirements of persons eligible for assistance. Directs the agency's research function. Interprets the program to interested groups, including other state and local agencies, the press and legislators. Prepares reports and makes recommendations for consideration of the State Welfare Board. Other duties as assigned.

A. STAFF SPECIALIST

Responsible for coordinating all Welfare Board activities to include: compiling the quarterly Welfare Board report, orienting new Board appointees and acting as the liaison for the Board members. Coordinate activities relating to Division legislation; projects affecting agency goals and needs; and meetings on behalf of the Administrator. Responsible for liaison work with agencies, groups and individuals as assigned; prepares correspondence, speeches and press releases. Other duties as assigned.

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105.2 WELFARE BOARD

The Board approves rules and regulations for the administration of programs for which the Division is responsible in accordance with adopted Regulations for Management and Government of the Welfare Board. The Board may also advise and make recommendations to the Director or Legislature regarding the public welfare policy of the State.

105.3 MEDICAL CARE ADVISORY GROUP

The Medical Care Advisory Group is mandated by Federal regulation and State law, and encompasses seven committees: Executive, Consumer-Recipient, Dental, Hospital, Long-Term-Care, Pharmacy and Physician. The advisory group serves in an advisory capacity to the Nevada Medicaid Program to provide information and input concerning programs and goals of medical assistance programs and suggest procedures whereby drugs, medical supplies and services are made available to recipients in the most effective and economical manner. The Advisory Group members are appointed by the Director of Human Resources and appointments are effective for a period of one year.

105.4 DEPUTY ATTORNEY GENERAL

Legal counsel to the Welfare Division. Represents the Division in contested legal matters before the courts and administrative tribunals. Advises the Division with respect to legal matters and documents, administrative procedures, and proposed legislation. Researches law, drafts legal documents and briefs, confers with other attorneys and the courts, and performs other legal duties as necessary.

105.5 DEPUTY ADMINISTRATOR FOR SOCIAL SERVICES

Responsible for directing and supervising staff in developing and implementing the Child Support Enforcement Program and social service programs, including the following federal programs, Social Services Block Grant, Child Welfare Services, Foster Care and Adoptoin Assistance, WIN and Refugee Program. Also responsible for state mandated services including services to abused/neglected adults and children, foster home program operations; identifies program objectives and develops proposals to improve the level of service and accountability in the social service programs; adopts welfare programs to meet changing social and economic conditions; meets with major staff officials, either individually or in groups, to ascertain the attainment of established goals and objectives; conducts a variety of public relations functions; assigns responsibility to staff for interpretation of State and Federal legislation. Other duties as assigned.

A. CHIEF, PROGRAM SERVICES

Under general guidelines set by the deputy administrator develops a budget for service program operations. Develops and prepares pro-

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posed legislation assigned by the administrator or deputy administrator. Assumes major responsibility for establishing advisory committees. Handles special projects and identifies needs for program changes. Other duties as assigned.

B. SOCIAL SERVICE SPECIALISTS

The specialists are responsible for development, implementation and evaluation of social service programs in conformity with Federal regulations, Nevada law, and Division policy. Specific duties may include program monitoring; the writing and updating of instructional materials to reflect changes in agency policy and procedures; the development and implementation of staff training; the evaluation of reports of social service activities; consultation, liaison and the provision of technical assistance to Division staff and other related local, State and Federal agencies; the seeking of solutions to problems related to social service programs; the research and drafting of reports on social service needs and services provided; the maintenance of social service informational and reporting systems; participation in the preparation of social service legislation and budget.

C. CHIEF, CHILD SUPPORT

Supervises and directs the activities of the Child Support program in developing standards of performance and policy objectives in accordance with agency objectives. Works in cooperation with local district attorneys under cooperative agreements and the Attorney General's office in effecting support enforcements from absent parents and other states. Evaluates the program to establish standards on a periodic basis.

1. Staff Specialist, Support Enforcement

Under general direction of the Chief of the Child Support Program, plans, analyzes, supervises and evaluates the maintenance and enhancement of the Program's record system, supervises activities of professional staff within the Program's management office in their performance of locate services, monitoring, special projects, Federal/State reporting, and development of written procedures; assumes all management responsibilities for the Program upon delegation by Chief of the Support Program or Welfare Administrative Officer and performs related work as requires.

2. Support Enforcement Office Manager

Under administrative supervision of the Chief, Support Enforcement Program, manages and supervises an area office of the Child Support Enforcement Program; and performs related work as required. Manages and coordinates the program area office activities.

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SUPERCEDES TN# 85-6

ties and program procedures with the District Attorney's Office, the courts and the County Clerk's Office. Interactions include discussing with the District Attorney case priorities and number

cases to be accepted; establishing priorities as to number of referrals; coordinating IRS cases; being advised of status of cases; collections of arrears; and enforcement of policies. These responsibilities are typically performed independently with the Chief, Support Enforcement Program being involved in highly irregular cases.

The Support Enforcement Office Manager establishes office work priorities and monitors and supervises office performance to assure goal attainment and compliance with Division and program policies and procedures. Supervisory duties are performed by planning, organizing and assigning work tasks; answering technical, administrative and policy questions about the work and instructing in special techniques; reviewing and evaluating work output for technical accuracy and compliance with established policies and procedures; identifying and providing training needs; and appraising individual performance and providing guidance on improvement. Supervisory duties are not normally subject to review unless a major problem occurs.

D. DISTRICT OFFICE MANAGER

Responsible for administrative direction of welfare programs (except support enforcement) in the district office, including interpretation, consultation and training. Supervises professional subordinate supervisors involved in public assistance and child welfare casework and related activities. Insures adherence to agency policies, procedures, standards, rules and regulations. Evaluates the performance of subordinate supervisory staff and the effectiveness of programs assigned to them. Carries out a continuous staff development program promulgated at the state office level and participates in the program development and policy formulation indicated by continuing review. Engages in community planning, presents and explains welfare policies to the public and to private groups and organizations and cooperates with them in providing effective welfare services to eligible clients. Develops necessary controls in compliance with agency policies and applicable statutes. Selects and maintains adequate and qualified personnel. Analyzes needs for staff, office space, equipment and supplies, compatible with agency services and in accordance with the Division budget administration. Other duties as assigned by the Deputies.

105.6 DEPUTY ADMINISTRATOR FOR ASSISTANCE PAYMENTS

Administers, supervises and directs the activities of the Eligibility and Payments Chief whose unit is engaged in developing standards, policies and procedures for implementation of financial assistance in the Aid to Dependent Children Program, Food Stamp Program, Medical Assistance for the Aged, Blind and Disabled Program and Refugee Program; supervises and

TN# 84-7 APPROVAL DATE APR 8 1986 EFFECTIVE DATE 11/86
SUPERCEDES TN# 85-8